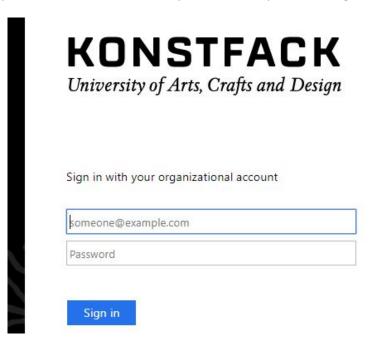
How to register/publish in DiVA

Your degree project must be completed and approved by your tutor before you can register it in the publication database DiVA. It is your responsibility to register your degree project, and upload the written part and documentation of the artistic part, in DiVA. You should also hand in a copy of the written part, along with documentation of the artistic part, to the department administrator for archiving. The documentation of the artistic part can be handed in on a separate CD or USB, unless it is included in the written part.

Enter the DiVA registration at: https://konstfack.diva-portal.org/dream/login.jsf?rvn=1

Log in using your Konstfack email and the password that you use to log in to Konstfack computers.



Choose Add publication / Upload files.

Add publication / Upload files »

Enter and publish your publications.

It is possible to save a draft if you want to complete the record later.

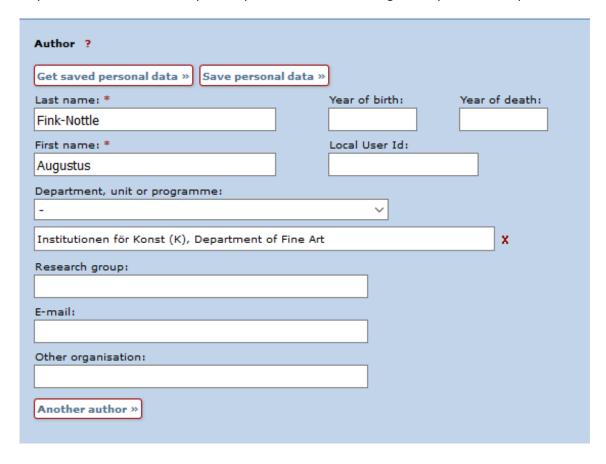
The publication type **Student thesis** is the default choice, all you have to do here is to press **Continue**.



You can save your registration as a draft by clicking *Cancel/Save draft*. Your draft will then be available under *My drafts* next time you go to *Add publication/Upload files*.



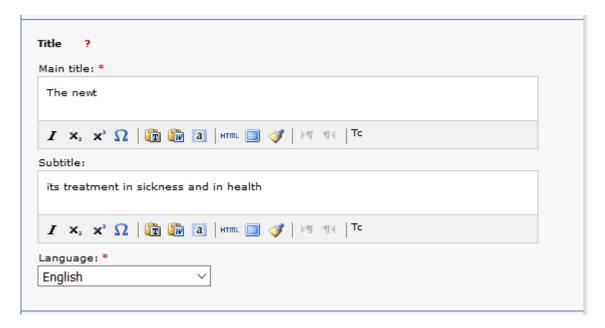
Enter your last name, first name and department. If there are several authors, click **Another author** and an additional field will appear. You can delete the selected institution by clicking on the red cross. Fields marked with a red asterisk (*) are mandatory and must be filled in. You do not have to enter your e-mail address, but if you do, you will receive a message once your thesis is published.



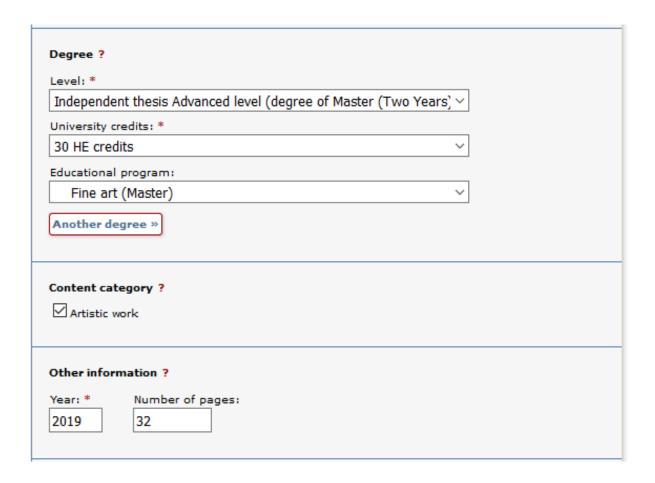
If you have done your project in cooperation with an external partner, for example a company or another university, you choose *Yes* under **External cooperation** and enter the name of the external partner in the field Partner. Otherwise you select *No*.



Enter the main **title** of the thesis, and, if there is one, the **subtitle**. Select the **language** your thesis is written in.



Choose the **level** of the thesis, the number of **university credits** for the Degree course and your **educational program**. In the field **content category** you can indicate that your project is an **artistic work**. Enter the publication **year** and the **number of pages**.

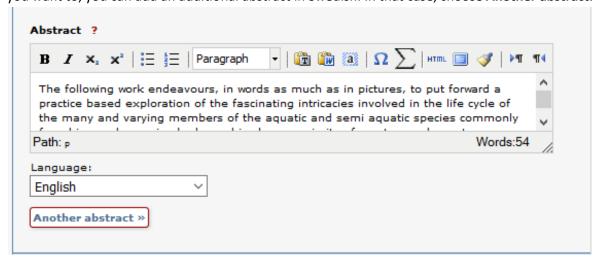


Enter a **national subject category**, by clicking *Choose national subject category*. This opens up a hierarchical tree structure, where you open up the lower levels by clicking the plus sign. Try to go at least one level below the main heading. You can register several subject categories.

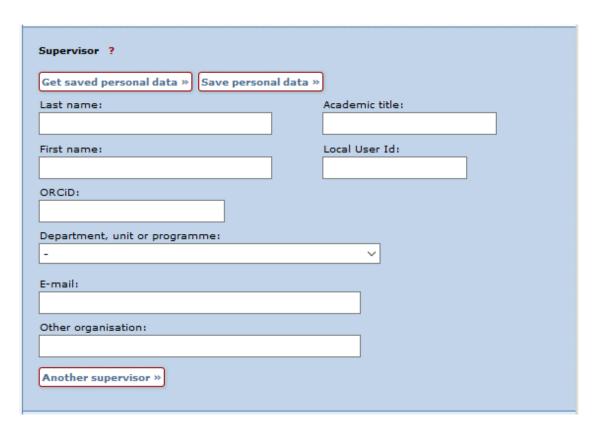
lational subject category * ?	
Choose national subject category »	
Konst; Arts (604)	x
Annan veterinärmedicin; Other Veterinary Science (40304)	x

Enter **keywords** that describe your thesis, and choose what language they are in. You can submit keywords in several languages, just choose **Keywords in another language**.

Enter your **abstract**. Make sure to mention that the thesis consists of a written part and a creative part. Shortly describe both parts. The abstract should be in the same language as your thesis, but if you want to, you can add an additional abstract in Swedish. In that case, choose **Another abstract**.



Enter the name of your supervisor (handledare). If there are several supervisors, just click **Another Supervisor**. To enter another university than Konstfack, use the field **other organisation**.



If your paper contains material that for copyright reasons or because of the Personal Data Act (PUL) has been removed before publication, please make a note of this in the **Note** field.

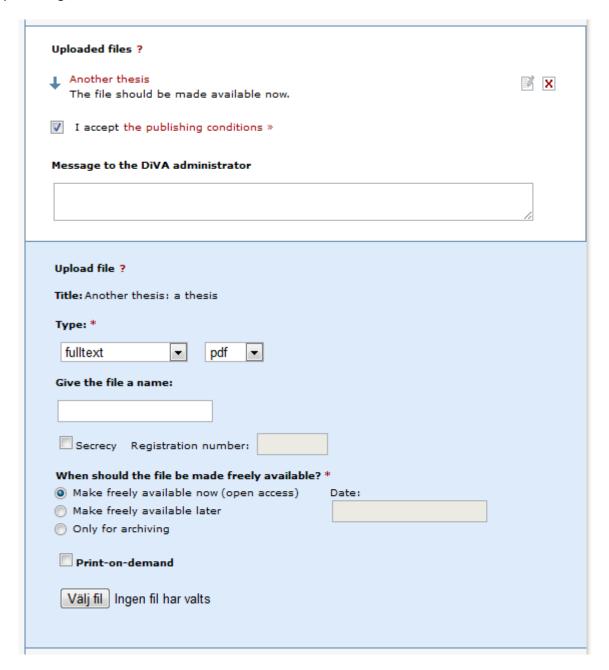


You can at all times save your recording as a draft by clicking **Cancel/Save draft**. Then you can return later and continue through **My drafts** (at the top left when you go to *Add publication/upload file*).

When the fields are filled out, proceed by clicking **Continue** at the bottom right.



Upload your PDF file of the thesis (make sure that it is the last version which must be approved by your examiner!), Click **Browse** (Bläddra), select a file and then **Upload**. You can delete an uploaded file by clicking on the red cross to the right of it. You can upload more files than just your thesis, such as images, texts, videos and audio files. You are not allowed to use any pictures or other items that you do not own the copyright to in your thesis. Read and accept the "Conditions for electronic publishing", and then choose **Continue**.



Review the details, if nothing needs changing, click **Submit**. If you want to change something, click **Edit information** in the left hand column or use **Back** at the bottom of the page. When you have submitted your thesis it will first be reviewed by an administrator in your department before it is published. You cannot see your thesis directly after you have submitted it. After the administrator have approved your thesis you can find it in <u>DiVA</u>, <u>Uppsök</u>, <u>uppsatser.se</u> and search engines like Google.

If you have entered your e-mail address you will receive a message once your thesis is published.